

## **DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper MEDICAID services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

### **ACCOUNTANT SENIOR**

Role Title: Financial Services Specialist I

Position # 00364

Pay Band 4 Level III Hiring Range: \$31,352 - \$64,347

**Closing Date: February 11, 2008**

Fiscal and Purchases Division. This position assists in the preparation of ad hoc reports, worksheets, schedules, etc. necessary to meet the agency's quarterly reporting requirements to CMS for the various Medicaid programs. The incumbent is responsible for monitoring activity for federal grants totaling approximately \$2 billion annually. Must have working knowledge of federal grants regulations and guidelines for reporting. Must have working knowledge of generally accepted accounting practices. Must have experience using automated accounting systems. Must be familiar with and have experience using Oracle Government Financials, CARS and DARS. Requires proficiency using personal computers including word processing and spreadsheet software applications. Must have demonstrated ability to analyze financial data and prepare comprehensive reports and statements covering complex financial data. Requires ability to manage multiple priorities and work independently. Requires working knowledge of internal controls, work paper documentation, and cross-referencing principles. Must have excellent organizational skills with ability to work independently and carry out projects effectively and on time. Prefer degree in Accounting or related field or equivalent experience.

### **ONLINE STATE APPLICATION REQUIRED**

**Resumes will not substitute for state applications.** DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing date referenced above.

**FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED**

Receptionist: 804-786-5408, TDD 800-343-0634

Web sites for vacancy listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: [http://www.dmas.virginia.gov/ab-position\\_vacancies.htm](http://www.dmas.virginia.gov/ab-position_vacancies.htm)

**EEO/AA/ADA**